

## WELCOME

We believe that each employee contributes directly to the company's growth and success, and we hope you will take pride in being a member of our team.

This handbook is designed to acquaint you with the company and to provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the company to benefit the employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employer handbook can anticipate every circumstance or question about policy. As the business continues to grow, the need may arise to change policies described in the handbook. The company therefore reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion, employees will, of course, be notified of such changes as they occur.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

### NATURE OF EMPLOYMENT

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of the handbook, for it will answer many common questions concerning employment with the company.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor the company is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, the company reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those authorized and signed by the chief executive officer of the company.

### EMPLOYEE RELATIONS

The company believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear and attitudes can be positive. We believe that the company amply demonstrates its commitment to employees by responding effectively to employee concerns.

## **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the Company to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to the following:

- Race
- Color
- Age
- Sex
- Sexual orientation
- Gender
- Gender identity
- Religion
- National origin
- Pregnancy
- Genetic information, including family medical history
- Physical or mental disability
- Child or spousal support withholding
- Marital status
- Sickle cell trait
- AIDS/HIV
- Military or veteran status
- Citizenship and/or immigration status
- Any other protected class, in accordance with applicable federal, state, and local laws

The Company takes allegations of discrimination, intimidation, harassment and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination.

## **EMPLOYEE MEDICAL EXAMINATIONS**

To help assure that employees are able to perform their duties safely, medical examinations may be required.

After an offer has been made to an applicant entering a designated job category, a medical examination, if required, will be performed at the company's expense by a health professional of the company's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially.

## **IMMIGRATION LAW COMPLIANCE**

The company is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the current Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Former employees who are rehired must also complete the form if they have not completed an I-9 with the company within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Executive Office.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## **NON-DISCLOSURE**

The protection of confidential business information and trade secrets is vital to the interest and the success of the company. Such confidential information includes, but is not limited to, the following examples:

- Customer lists
- Financial information
- Marketing strategies
- Pending projects and proposals

All employees may be required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses trade secrets or confidential business information will be subject to disciplinary action, up to and including possible termination of employment, even if he or she does not actually benefit from the disclosed information.

## **EMPLOYMENT CATEGORIES**

It is the intent of the company to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationships, at will at any time, is retained by both the employee and the company.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

The company may classify your position as one of the following:

**REGULAR FULL-TIME** employees are those who are not assigned to a temporary or probationary status and who are scheduled to work not less than 40 hours per week. They do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), and they are eligible for all of the company's other benefit programs.

PART TIME employees are those who work less than full-time and receive all legally mandated benefits (such as Social Security and workers' compensation insurance), and may be eligible for all of the company's other benefit programs.

PROBATIONARY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the company is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of the company's other benefit programs.

## **COMPENSATION**

It is the practice and policy to accurately compensate employees and to do so in compliance with all applicable state and federal laws.

### *Review Your Pay Check*

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any corrections necessary. Please review your paycheck when you receive it to make sure it is correct. If you believe a mistake has occurred, or you have any questions please use the reporting procedure outlined below.

### *Non-exempt Employees*

If you are classified as a non-exempt employee, you must maintain a record of the total hours you work each day. You must accurately record your hours in accordance with the company's time keeping procedures. Your time recorded must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures, and meal breaks. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock work means work you may perform but fail to report. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

It is a violation of company policy for any employee to falsify or alter his or her or another employee's time. It is also a serious violation of company policy for any employee or manager to instruct another employee to incorrectly or falsify report hours. If any manager or employee instructs you to: 1) incorrectly or falsely under or over report your hours worked; or 2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to your supervisor.

### *Exempt Employees*

If you are classified as an exempt, salaried employee, you will receive a set salary which is intended to compensate you for any hours you may work. This salary will be established at the time of hire or when you become classified as an exempt employee. The salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under Federal and State law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary may be reduced for the following reasons;

- Full day absences for personal reasons
- Full day absences for sickness or disability, if the company has a sickness or disability policy that provides for wage replacement benefits and you have exhausted or have not yet accrued enough leave time.
- Full day disciplinary suspensions for infractions of our written policies and procedures.
- Family and Medical Leave of absence (either full or partial day absences).
- To offset the amount received as payment for jury and witness fees or military pay.
- The first or last week of employment in the event you work less than a full week.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental, or life insurance premiums; state, federal, or local taxes, social security or voluntary contributions to a 401 (k) or pension plan.

Your salary will not be reduced for any of the following reasons:

- Partial day absence for personal reasons, sickness or disability.
  - Absences for jury duty, attendance as a witness or military leave in any week in which you have performed any work.
  - Any other deductions prohibited by state or federal law.
- Please note, it is not an improper deduction to reduce an employee accrued vacation, personal or other forms of paid time off from an employee's leave bank for a full or partial day absences for personal reasons, or for sickness or disability if the employer has a sickness or disability policy that provides for wage replacement benefits.

Should you have any questions with respect to the company's policy, please contact your immediate supervisor.

#### *To Report a Concern or Obtain More Information*

If you have questions about deductions from your pay, please contact your supervisor. If you believe you have been subject to any improper deductions, you should immediately report the matter to your supervisor or any other supervisor in the company with whom you feel comfortable.

Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violate this policy. In addition, we will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports.

Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

Please note that where state law is more generous to employees, the state law will be followed.

## **ACCESS TO PERSONNEL FILES**

The company maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the company, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the company who have a legitimate reason to review information in a file are allowed to do so.

With reasonable advance notice, employees may review their own personnel files in the company's offices and in the presence of an individual appointed by the company to maintain the files.

## **EMPLOYMENT REFERENCE CHECKS**

To ensure that individuals who join the company are well qualified and have a strong potential to be productive and successful, it is the policy of the company to check the employment references of all applicants.

When asked by an outside firm for a reference check on a company employee, the Executive Offices will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will be limited to factual information that can be substantiated by the company's records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

## **PERSONAL DATA CHANGES**

It is the responsibility of each employee to promptly notify the company of any changes in personnel data. Personal mailing address, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

## **PROBATIONARY PERIOD**

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Either the employee or the company may end the employment relationship at will at any time during or after the probationary period, with or without cause or advance notice.

All new and rehired employees work on a probationary basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend a probationary period by the length of the absence.

If the company determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period.

Upon satisfactory completion of the probationary period, employees enter the "regular" employment classification.

During the probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other company provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

## **EMPLOYMENT APPLICATIONS**

The company relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the company's exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

## **PERFORMANCE EVALUATION**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

Additional formal performance reviews are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

## **EMPLOYEE BENEFITS**

Eligible employees at the company are provided a wide range of benefits. A number of programs (such as Social Security, worker's compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification, and your supervisor can identify the programs for which you are eligible.

Some benefit programs are funded by the company while others require contributions from the employee. A separate attachment provided by the Executive Office or your supervisor will provide specific details concerning the benefit choices and costs.

## **WORKERS COMPENSATION INSURANCE**

The company employees are covered by a comprehensive workers' compensation insurance program, where required by law, at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on the job injury may appear, it is important that it be reported immediately. In addition, it is advisable to also notify the company executive offices to verify coverage.

## TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require the company to keep an accurate recording of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Those employees who record their own time on a recording device such as a time clock should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. If corrections or modifications are made to the time record, both the employee and the supervisor must approve the accuracy of the changes by initialing the time record.

Where supervisors are responsible for recording time worked by employees, an employee may wish to verify with the supervisor the hours worked as the end of each pay period before time sheets are submitted. If an employee feels that a report has been filed inaccurately by his/her supervisor, that employee should contact the Executive Offices of the company immediately.

## EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

*RESIGNATION*: employment termination initiated by an employee who chooses to leave the organization voluntarily.

*DISCHARGE*: employment termination initiated by the organization.

*LAYOFF*: involuntary employment termination initiated by the organization for non-disciplinary reasons.

*MEDICAL TERMINATION*: employment termination initiated by the employee or by the organization when an employee is unable, for health reasons, to continue to work.

*RETIREMENT*: voluntary retirement from active employment status initiated by the employee.

Since employment with the company is based on mutual consent, both the employee and the company have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner: All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

## **ADMINISTRATIVE PAY CORRECTIONS**

The company takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled pay day.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the company so that corrections can be made as quickly as possible.

Once under payments are identified, they will be corrected immediately and in no case later than the next regular paycheck.

## **PAY DEDUCTIONS**

The law requires that the company make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The company also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The company matches dollar-for-dollar the amount of Social Security taxes paid by each employee.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered or you may contact the Executive Offices of the company.

## **SAFETY**

The company believes in the importance of safety in the workplace, and that it is the responsibility of the company and its employees to strive to reduce hazardous conditions in the work environment. All workplace supervisors are expected by the company to observe all safety rules and regulations and to enforce policies designated to promote worker safety.

The company provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin boards postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Executive Office of the company. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or (where appropriate) remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that results in injury, regardless of how insignificant the injury may appear, employees should immediately notify their immediate supervisor.

## WORK SCHEDULES

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

## USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair.

Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

## EMPLOYEE CONDUCT AND WORK RULES

To assure orderly operations and provide the best possible work environment, the company expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- theft or inappropriate removal or possession of property
- falsification of timekeeping records
- working under the influence of alcohol or illegal drugs
- possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- fighting or threatening violence in the workplace
- boisterous or disruptive activity in the workplace
- negligence or improper conduct leading to damage of employer-owned or customer-owned property
- insubordination or other disrespectful conduct
- violation of safety or health rules
- smoking in prohibited areas
- sexual or other unlawful harassment
- possession of dangerous or unlawful materials, such as explosives or firearms, in the workplace
- excessive absenteeism or any absence without notice

- unauthorized absences from work station during the workday
- unauthorized use of telephones, mail system, or other employer-owned equipment
- unauthorized disclosure of business “secrets” or confidential information
- violation of personnel policies
- unsatisfactory performance or conduct

## **DRUG AND ALCOHOL USE**

It is the company’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the company premises and while conducting business-related activities off the company premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

The company is committed to providing a safe, efficient, and productive work environment for all employees. In keeping with this commitment, employees and job applicants may be asked to provide body substance samples (e.g. blood, urine) to determine the illicit use of drugs. The company will attempt to protect the confidentiality of all drug test results. Drug tests may be conducted in any of the following situations:

**PRE-EMPLOYMENT:** As a pre-qualification to assuming any position, prospective employees are required to provide a body substance sample for drug testing. This occurs in connection with the pre-employment medical examination.

**POST-ACCIDENT DRUG TESTING:** To help ensure a safe and healthful work environment, employees who are injured on the job may be required to provide body substance samples (such as blood and/or urine) to determine the illicit or illegal use of drugs or alcohol. A positive test result or refusal to submit to drug testing may result in disciplinary action up to and including termination of employment and may result in a loss of a portion of your workers’ compensation benefits as allowable under applicable state law.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the company of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Executive Office without fear of reprisal.

## **SEXUAL AND OTHER UNLAWFUL HARASSMENT**

The company is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual’s sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of

employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee, who wants to report an incident of sexual or other unlawful harassment, should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Executive Offices. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Executive Offices, who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

### **PERSONAL APPEARANCE**

Your personal appearance reflects on the reputation and integrity of the company. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, i.e. clean clothing, good grooming and personal hygiene, and appropriate social behavior.

Expensive clothing is not necessary for a well-groomed appearance. Clothing should be clean and neat in appearance. Employees should consider their level of customer and public contact and the types of meetings they are scheduled to attend in determining what attire is appropriate.

The Company wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Therefore, the following are generally not acceptable:

- Bare feet, flip flops
- Spandex, sweats, or work out attire
- Pants, shorts, or skirts worn below the waistline
- Sexually provocative clothing or exposed undergarments
- Clothing with offensive slogans or pictures
- Clothing showing excessive wear and tear
- Any clothing or accessories that would present a safety hazard
- Any Tattoos that are not appropriate in content or that cannot be concealed by uniform or work clothing
- Body piercing, rings or other body piercing jewelry through the nose, eyelid, tongue, or other visible body part, other than the ear lobes, are not acceptable.
- Hair must be clean, neat, and if colored, maintained in a natural tone. This means no colors such as green, purple, blue, pink, etc., no head wraps, stocking caps, excessively long nails and earrings. Tattoos and body piercings are generally considered to be personal expressions rather than religious or cultural expressions.

All employees are expected to maintain clean and appropriate oral and bodily hygiene. Hair (including facial hair) should be clean and neat. Accessories should be moderate and businesslike and should not interfere with an employee's work. The excessive use of perfume or cologne is unacceptable, as are odors that are disruptive or offensive to others or may exacerbate allergies.

Managers are responsible for enforcing dress and grooming standards for their department. Any employee whose appearance does not meet these standards may be counseled. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the situation.

Reasonable accommodation will be made for employees' sincerely held religious beliefs and disabilities whenever possible, consistent with the business necessity. If you would like to request an accommodation or have other questions about this policy, please contact your supervisor.

### **Uniform**

If applicable, employees are expected to report to work in uniform each day, according to the requirements of their various positions of employment. Your supervisor can answer any questions you have regarding your assigned particular dress code and uniform. Part of the company uniform is to absolutely cover any visible piercings and tattoos during your shift. When additional uniforms are issued, they are to be worn daily unless a special attire day has been designated.

If you come to work inappropriately dressed, you will be asked to go home and return to work dressed appropriately. If you have any questions regarding the dress code or dress code accommodations, please contact Human Resources. Recurring problems will result in discipline up to and including termination of employment. Name Badges are considered an essential part of our Uniform and must be worn at all times.

### **RETURN OF PROPERTY**

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All property must be returned by employees on or before their last day of work. Where permitted by applicable laws, the company may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The company may also take all action deemed appropriate to recover or protect items not returned by the employee as required.

### **RESIGNATION**

Resignation is a voluntary act initiated by the employee to terminate employment with the company. Although advance notice is not required, the company requests at least two weeks written resignation notice from all employees.

Questions concerning the policies in this Employee Handbook or any of its supplements or its administration should be directed to the Executive Offices of the company.

### **EMPLOYEE ACKNOWLEDGMENT FORM**

The employee handbook describes important information about the company, and I understand that I should consult my supervisor regarding any questions not answered in the handbook.

I have entered into my employment relationship with the company voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the company can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits describe here necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the company's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that the revised information may supersede, modify, or eliminate existing policies. Only the Chief Executive Officer of the company has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

**Employee Name (printed)** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ X

**Date** \_\_\_\_\_